

Judicial Administrative Assistant

Nature of Work

This is very responsible administrative work assisting with the management and coordination of General Sessions Court activities for Sevier County and local municipalities. The incumbent is responsible for scheduling Adult and Juvenile criminal and civil court proceedings and probate court hearings for two General Session Court judges. Activities associated with the job include answering and screening incoming calls, collecting and returning court orders to clerk's offices after being signed by the judges, preparing and monitoring the Sessions Court budget, maintaining the Sessions Court judges schedule, preparing and proofing all orders to insure compliance with courtroom transactions, and coordinating the activities of prosecutors, attorneys and law enforcement personnel for scheduled hearings. Additional activities include scheduling special settings, coordinating the use of court rooms and working with the Probate Clerk to establish the probate docket. Activities associated with the job require strong organizational, decision-making and interpersonal skills and considerable knowledge of courtroom proceedings, legal processes and documents associated with General Sessions's court hearings and activities. Job performance is reviewed by the General Session Judges through review of the efficiency and effectiveness of General Sessions Court operations and office, decision making skills, ability to interact successfully with law enforcement personnel, defendants, attorneys and the public and knowledge of General Sessions court operations and activities.

Illustrative Examples of Work

- Assists with the coordination and scheduling of General Sessions Court cases and attends court to take notes and establish case records when necessary.
- Schedules court for five courts and three cities located in Sevier County including Adult and Juvenile criminal and civil cases.
- Interacts with the Probate Clerk and schedules probate hearings for the General Sessions court judges.
- Coordinates defendant's, law enforcement officers' and prosecutor's trial dates after consulting with their schedules.
- Assists with the preparation of the Juvenile and General Sessions court budgets and submits to the judges for approval.
- Assists with coordinating the use of various court rooms located in the courthouse.
- Schedules special settings for cases requiring two or more hours to be heard.
- Schedules the General Session court judges appointments and maintains their daily and monthly schedule.
- Prepares requisitions for office supplies and materials and warrants for checks for General Sessions Court.
- Proof reads and reviews all orders prepared by attorneys to insure compliance with court records and notes.

- Updates the law library when necessary.
- Insures that the judges are protected from unethical conduct from attorneys and the public and provides information to individuals requesting assistance from the court.
- Makes reservations for conferences and pays dues and registration fees.
- Maintains records for when orders are due and completes show cause orders if not completed when required.
- Compiles statistical reports for General Sessions Court cases.
- Types dictation from the judge and prepares correspondence, memorandum, etc. as necessary.
- Interacts with the District Attorney's office and the Department of Children's Services regarding issues pertaining to juvenile defendants.
- Serves as a liaison between the judge's office, law enforcement personnel, probation offices, attorneys and the public.
- Assists the public by explaining court proceedings and providing general information regarding general sessions court.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited four year high school (Associate Degree preferred) supplemented with additional coursework in criminal justice, law enforcement, public administration, office administration or closely related field; a minimum of five years experience working in court operations and/or law enforcement; significant decision making, organizational and interpersonal skills; or any equivalent combination of education and experience to provide the following knowledge, abilities, and skills:

- Thorough knowledge of all legal transactions and proceedings associated with General Sessions and Juvenile Court operations including applicable sections of the Tennessee Code Annotated.
- Thorough knowledge of federal, state and local laws pertaining to the rights of juvenile defendants, victims, and witnesses involved in legal matters before the court.
- Thorough knowledge of federal and state statutes pertaining to child custody, abuse, and neglect and the appointment of proper legal representation.
- Thorough knowledge of the Department of Children's Service rules and regulations pertaining to child welfare.
- Thorough knowledge of the statutes applicable to juvenile defendants involved in matters before the court and/or placed on probation, required to perform public service, etc.
- Knowledge of the statutes pertaining to bonding companies and the forfeiture of bonds for failure to appear violations.
- Ability to coordinate and organize the daily operations of Juvenile Court and General Sessions Court in a highly effective and efficient manner.
- Ability to interact in a tactful and professional manner with juvenile defendants, witnesses, family members, law enforcement personnel, attorneys, state agencies and the public.

- Ability to make sound and logical decisions regarding the scheduling of General Sessions and Juvenile Court operations, disposition of cases, performance of bonding companies and level of compliance with court ordered remedies and restitution.
- Ability to make detailed notes and court records during court sessions and/or dictation from the judge and maintain in an organized and accessible manner.
- Ability to prepare and monitor annual operating budgets and insure the proper accounting of all receipts and expenditures.
- Ability to prioritize job related activities and meet all established deadlines and reporting requirements.
- Skill in the use of dictation equipment, computer terminals, proprietary software programs and office related software programs including word processing, database management and spreadsheet applications.

Necessary Special Requirements

- Possession of a valid Tennessee Driver's License and the ability to obtain insurance at standard vehicle liability rates.

Sevier County Government
FLSA – Non - Exempt
05/30/2005
11/21/2014